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DEPARTMENT OF STATE

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DIVISION OF PROFESSIONAL REGULATION

PUBLIC MEETING MINUTES:	BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
MEETING DATE AND TIME:	Tuesday, May 10, 2011 at 1:00 p.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Cannon Building, Second-Floor Conference Room B
MINUTES APPROVED:	July 12, 2011

MEMBERS PRESENT

Terri White, Professional Member, President
Tim Ballas, Professional Member, Vice President
Mike Salitsky, Professional Member
Frances Wimbush, Public Member, Secretary
Elizabeth Hague, Public Member
Sandra Dole, Healthcare (Public) Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Patricia Davis-Oliva, Deputy Attorney General
Michele Howard, Administrative Specialist II

MEMBERS ABSENT

Hope Squier, Healthcare (Public) Member
William Daisey, Public Member

PUBLIC PRESENT

None

CALL TO ORDER

Ms. White called the meeting to order at 1:05 p.m.

Ms. White reported that Board Member Maria Simoes passed away on May 5th. Ms. Wimbush acknowledged her contribution to the Board as well as to the Delaware community as a whole. The Board recognized Ms. Simoes with a moment of silence.

REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the March 8, 2011 meeting. Ms. Dole made a motion, seconded by Mr. Salitsky, to approve the minutes as presented. The motion was unanimously approved.

UNFINISHED BUSINESS

STRATEGIC PLAN 2011

New Preceptor Page for Website – Update from Ms. Howard

Ms. Howard reported that the newly approved Preceptor page for the website had been submitted to GIC after the last Board meeting, but was not yet posted on the Board's website. Ms. Howard will continue to monitor the site and let the Board know when the page is added.

AIT Program Webpage – Review Draft from Ms. Howard

Ms. White read aloud the final language of the proposed AIT Program webpage for the Board. Mr. Ballas made a motion, seconded by Ms. Wimbush, to approve the AIT Program webpage as presented. The motion passed unanimously.

Rule 2.0 (Definition of Preceptor) – Review Draft from Ms. Davis-Oliva

Rules 10.1 and 10.2 (AIT Program) – Review Draft from Ms. Davis-Oliva

Board's Addendum A – Review Draft from Ms. Davis-Oliva

Rule 14.2 (Acting/Temporary Licensure) – Review Draft from Ms. Davis-Oliva

The Board reviewed drafts of revised Rules and Regulations from Ms. Davis-Oliva. Ms. Dole asked if an NHA was required to be present full-time during an AIT's training. Ms. Davis-Oliva advised that per the Board's Rules and Regulations, the NHA is not required to be present full time during the training. Ms. Howard stated, and Ms. White confirmed, that certain areas covered under an AIT's outline are delegated to supervisors of those areas for training under the supervision of the NHA, and that both the NHA and the supervisor sign-off on the progress report when completed. Mr. Salitsky will review the federal regulations for NHAs and report back at the next meeting. The Board unanimously agreed to table the discussion.

Board Member Training – Review Board Member Orientation Packet from Ms. White

Ms. White has drafted a Board Member Orientation Packet, but did not have it with her at the meeting. Ms. White asked Ms. Howard to email her the estimated amount of time needed to complete paperwork for Human Resources. Once received, Ms. White will email the Orientation Packet to Ms. Howard for distribution among the other Board members.

NEW BUSINESS

RATIFICATION OF LICENSURE

Robert DiFilippo, NHA

Mr. Salitsky made a motion, seconded by Ms. Wimbush, to approve the ratification of NHA licensure for Robert DiFilippo. The motion was unanimously passed.

REVIEW OF NHA APPLICATIONS FOR LICENSURE

Christopher Collins, AIT

Ms. White reviewed the application and made a motion, seconded by Ms. Hague, to approve Christopher Collins for a 9-month AIT. The motion unanimously passed.

Marcella England, AIT

Mr. Salitsky reviewed the application and made a motion, seconded by Ms. Dole, to approve Marcella England for a 6-month AIT. The motion unanimously passed.

Robert W. Greer, AIT

Mr. Ballas reviewed the application and Ms. Davis-Oliva reviewed the Criminal Background Report of Robert W. Greer. After discussion, Mr. Ballas made a motion, seconded by Ms. White to approve Robert W. Greer for a 6-month AIT. The motion unanimously passed.

REVIEW OF AIT PROGRESS REPORTS

Carol Holzman, 1st Quarterly Progress Report (1/4/11 – 4/4/11)

Mr. Salitsky reviewed the 1st Quarterly Progress Report of Carol Holzman and made a motion, seconded by Ms. Hague, to approve the report. The motion unanimously passed.

Sheila O’Gara, 1st Quarterly Progress Report (1/4/11 – 4/4/11)

Mr. Salitsky reviewed the 1st Quarterly Progress Report of Sheila O’Gara and made a motion, seconded by Ms. White, to approve the report. The motion unanimously passed.

Sarah Jones, Final Quarterly Progress Report (12/14/10 – 3/14/11)

Mr. Ballas reviewed the final Quarterly Progress Report of Sarah Jones and made a motion, seconded by Ms. Wimbush, to approve the report and grant eligibility to take the NAB exam. The motion unanimously passed.

Adrienne Indellini

1st Quarterly Progress Report (11/9/10 – 2/9/11)

2nd Quarterly Progress Report (2/9/11 – 5/9/11)

Mr. Ballas reviewed the 1st and 2nd Quarterly Progress Reports of Adrienne Indellini and made a motion, seconded by Ms. White, to approve the reports. The motion unanimously passed.

REVIEW OF CONTINUING EDUCATION APPROVAL REQUESTS:

Delaware Health & Social Services – 21st Nursing Leadership Conference, 3/14/11, 6.0 CE Ms. White reviewed the application and made a motion, seconded by Ms. Wimbush, to approve the conference for 6.0 CE hours. The motion passed unanimously.

Delaware Health & Social Services Division of Substance Abuse & Mental Health – 40th Annual Summer Institute: The Ins & Outs of Recovery

Keynote Speech, 7/25/11, 9am – 12pm, Req. 2.75 CE

Evidence-Based Practices: The Foundations of the Recovery Process, 7/25/11, 1pm – 430pm, Req. 3.25 CE

Overcoming Barriers to Change: Building a Trauma-Informed Culture, 7/25/11, 1pm – 430pm, Req. 3.25 CE

Improving Outcomes: Prevention & Treatment of Fetal Alcohol Spectrum Disorders, 7/25/11, 1pm – 430pm, Req. 3.25 CE

Treating Youth with Inappropriate Sexual Behaviors: Using the Latest Protocol and Therapeutic Tools, 7/25/11, 1pm – 430pm, Req. 3.25 CE

Revolutionizing Inpatient Care With Peer Support Specialists, 7/25/11, 1pm – 430pm, Req. 3.25 CE

Using Neurochemistry to Guide Treatment: Evidence Based Practices of Brain Disorders, 7/26/11 – 7/27/11, 9am – 430pm, Req. 12.0 CE

Mental Health Issues in Sexually Abusive Youth, 7/26/11 – 7/27/11, 9am – 430pm, Req. 12.0 CE

An Environmental Approach to Substance Abuse Prevention: Planning for Sustainability, 7/26/11 – 7/27/11, 9am – 430pm, Req. 12.0 CE

Putting Integrated Treatment Into Practice – The “How To”, 7/28/11 9am – 430pm, 7/29/11 9am – 300pm, Req. 10.75 CE

A Developmental Approach to Assessing Problematic Sexual Behavior in Children & Adolescents With a Focus on Developmental Disabilities and Pervasive Developmental Disorder Populations, 7/28/11 9am – 430 pm, 7/29/11 9am – 300pm, Req. 10.75 CE

Building an Effective Coalition Using the Strategic Prevention Framework, 7/28/11 9am – 430pm, 7/29/11 9am – 300pm, Req. 10.75 CE

Recovery: Myths, Mountains & Miracles, 7/26/11, 9am – 430pm, Req. 6.0 CE

Trauma and Co-Occurring Conditions: The Basics and More, 7/26/11, 9am – 430pm, Req. 6.0 CE

Clinicians & Clients are on Different Planets: Strategies to Cope, 7/27/11, 9am – 430pm, Req. 6.0 CE

Recovery Relationships, 7/27/11, 9am – 430pm, Req. 6.0 CE

Stump the “Shrink”: Lessons to Improve Innovations & Outcomes, 7/28/11, 9am – 430pm, Req. 6.0 CE

Wellness Recovery Action Plan: Healing the Trauma of Abuse, 7/28/11, 9am – 430pm, Req. 6.0 CE

Unlocking Suicidal Secrets: New Thoughts on Old Problems in Suicide Prevention, 7/29/11, 9am – 3pm, Req. 4.75 CE

Understanding Homelessness and Traumatic Stress, 7/29/11, 9am – 3pm, Req. 4.75 CE

Ethics for the Prevention Profession, 7/25/11, 6pm – 930pm, Req. 3.25 CE

Ethics, Trauma & Self-Disclosure, 7/26/11, 6pm – 930pm, Req. 3.25 CE

Ethical Issues When Addressing Sexual Offending, 7/27/11, 6pm – 930pm, Req. 3.25 CE

Ethical Decision-Making in Recovery, 7/28/11, 6pm – 930pm, Req. 3.25 CE

Innovations in Film to Promote Change: "20 Minutes...An American Tale", 7/25/11, 7pm – 9pm, Req. 2.0 CE

Mindfulness & Resilience in Recovery, 7/26/11, 7pm – 9pm, Req. 2.0 CE

What Do You Want? The Not-So-Simple Question, 7/27/11, 7pm – 9pm, Req. 2.0 CE

Introduction to Wellness Recovery Action Plan, 7/28/11, 7pm – 9pm, Req. 2.0 CE

Ms. White reviewed the application and made a motion to approve all of the seminars as presented. Mr. Salitsky asked if this is an annual event, and Ms. White confirmed. Ms. Dole questioned the content of agenda items 4.4.2.15, 4.4.2.17, and 4.4.2.25. Ms. White reviewed the course content with Ms. Wimbush and Mr. Ballas. After discussion, Ms. Wimbush seconded Ms. White's motion to approve the seminars as presented. The motion unanimously passed.

Delaware Health Care Facilities Association – Leadership Development Insights & Practices Course, 4/27/11, Requesting 5.75 CE

Rockhurst University Continuing Education Center Inc. – The Creative Team-building Workshop, 4/6/11, Requesting 6.0 CE

Delaware Association for Home & Community Care 2010 Annual Conference – Medications: Confronting the Challenges of Management in the Home, 11/3/10, Requesting 5.0 CE

Ms. White reviewed the applications and made a motion, seconded by Ms. Wimbush, to approve the applications as presented. The motion unanimously passed.

Tourette Syndrome Association DE Chapter – Educational and Sensory Processing Issues for Individuals with Tourette Syndrome, 4/2/11 – 4/3/11, Requesting 9.5 CE

Ms. White and Mr. Ballas reviewed the application and agreed that the course offers very limited content for long term care professionals. Ms. White made a motion, seconded by Mr. Ballas, to deny the application. The motion unanimously passed.

Granting CE Credit to Board Members for Attending Board Meetings – Proposal from Tim Ballas

After discussion, Mr. Ballas, Ms. White, and Mr. Salitsky proposed to grant 1.0 CE hour to professional board members for each board meeting attended, regardless of the length of the meeting. Ms. Davis-Oliva stated that she does not know of any other Board that grants CE credit for board meeting attendance, but that she knows of no reason why this Board can't approve it. Ms. Davis-Oliva advised that, if approved, this would require a change to the Rules and Regulations. Ms. Davis-Oliva will research Nursing Home Administrator Boards of other states and draft language for the Board to review at its next meeting. Ms. Davis-Oliva asked Ms. Howard to discuss the proposal at DPR to see what level of involvement the Division would be willing to take in terms of tracking the CE credits or providing certificates of completion.

DISCUSSION OF RECENT SUPERIOR COURT DECISION – ADMINISTRATIVE RECORD (Ms. Davis-Oliva)

Ms. Davis-Oliva advised the Board of a recent case before the Public Employment Relations Board (PERB) in which a group of employees claimed they were misclassified for salary purposes. The PERB determined that neither side had provided them with clear definitions of the employment classifications, so they went online and downloaded the classifications for their deliberations. On appeal, the court decided that professional boards cannot go outside of the record when making a decision, even if they are looking for public information. Ms. Davis-Oliva stated that she is notifying all of the professional boards that she works with about the court's decision for consideration in any future disciplinary proceedings.

REVIEW OF RULE 7.4.2 – TWO YEAR LATE RENEWAL PERIOD

Ms. Davis-Oliva summarized the Board's current Rules relating to the two-year late renewal period, and advised that it is the longest renewal period of any other professional board. Ms. Davis-Oliva recommended

changing the late renewal period to 6 months or 1 year to make it more consistent with other professional boards. Mr. Ballas made a motion, seconded by Mr. Salitsky, to amend the Board's Rules and Regulations to reflect a one-year late renewal period. The motion unanimously passed. Ms. Davis-Oliva will draft language for the Board to review at its next meeting which states that licenses may be renewed for up to one year with a late penalty. After the one year late renewal period, a new application will be required for licensure.

COMPLAINT STATUS None

OTHER BUSINESS BEFORE THE BOARD (FOR DISCUSSION ONLY) None

PUBLIC COMMENT None

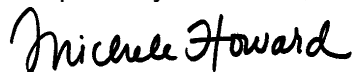
NEXT SCHEDULED MEETING

The next meeting is scheduled to be held on July 12, 2011 at 1:00 p.m. in the second-floor Conference Room B of the Cannon Building located at 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Ms. Wimbush made a motion, seconded by Ms. Hague, to adjourn the meeting at 2:14 p.m. The motion unanimously passed.

Respectfully submitted,



Michele Howard
Administrative Specialist II